

January 2011

TO: Members of the House Local Government Committee
FROM: Helen Thigpen, staff attorney
RE: Staff services

I will perform the following functions in support of the House Local Government Committee:

1. draft all amendments adopted by the committee during committee action, using the same bill drafting guidelines as were applied to the original bill and, with the presiding officer's authorization, make necessary changes in grammar, punctuation, word choice, and sentence structure that do not affect the meaning;
2. draft proposed amendments upon request of individual committee members before committee action on a given bill;
3. draft proposed amendments to be moved on Second Reading before the full Senate or House of Representatives upon request of any committee member;
4. draft committee bills;
5. review legislation and advise the committee as to constitutionality, internal consistency, possibility of conflict with existing provisions and other bills, and compliance with other bill drafting provisions, such as grammar, punctuation, word choice, and statutory sentence structure;
6. attend subcommittee meetings to perform the appropriate functions listed above;
7. attend conference committee or free conference committee deliberations as invited to perform the appropriate functions listed above; and
8. assist the committee or an individual committee member in obtaining data or any pertinent information from state or local agencies, the federal government, or other states pertaining to bills under deliberation by the committee.

My office is located on the first floor of the Capitol Building, Room 125. My telephone number is 444-3804. My regular office hours are Monday through Friday, 7:00 – 5:30. I will be working weekends on an unscheduled basis and Saturday mornings on an alternating schedule.

I look forward to working with you this session.

Thanks,

Helen Thigpen